

**3.48 INTERNET USAGE**

Supersedes and replaces GO 99/12

It is the policy of the City of Long Beach as well as the Long Beach Police Department to make every effort to provide employees with the best technology to conduct official business. In this regard, the city has installed hardware and advanced technology systems, which include the Internet. This policy is created to ensure proper use and advise all employees regarding access to and disclosure of information created, transmitted, received, and stored via the Internet.

All employees shall comply with the following conditions of Internet usage.

- All Long Beach Police Department computers and technology systems are formal communication tools
- The Internet shall only be used for city related business purposes
- All Internet usage shall be conducted in a professional and courteous manner
- All data, including any that is stored or printed as a document, and Internet usage is subject to audit and review. There is no expectation of personal privacy. The personal computers and software allowing access to the Internet are the sole and exclusive property of the City of Long Beach and shall be monitored
- Employees are strictly accountable for the Internet E-mail password issued to them as it provides an audit trail for Internet E-mail activity. This password shall not be shared with anyone
- All employees with Internet access shall sign the Long Beach Police Department Internet Policy Statement for inclusion in their personnel file

**Restricted Activities**

- Data that discloses sensitive, personal, confidential or proprietary information shall not be sent, provided, or accessed without appropriate supervisory authorization
- The Internet shall not be used for the following without prior written authorization from the Chief of Police:
  - Personal or recreational activities
  - Commercial activities
  - Bargaining unit activities
  - Political activities outside an employee's job scope
- Employees shall not use city technology to transmit, download, forward, store, or view obscene or pornographic material of any kind unless in the course of an investigation and then only with supervisory approval. Employees shall notify their supervisor in the event obscene or pornographic material is unintentionally accessed or has been received
- Employees shall not transmit or forward defamatory, unprofessional, threatening, offensive, or harassing messages of any kind unless in the course of an investigation and then only with supervisory approval
- Employees shall not create or forward chain letter E-mails unless in the course of an investigation

- Employees shall not use the Internet for illegal activities